

Parental Leave Policy

Paid Parental Leave Levels and Eligibility

Maternity/paternity/adoption leave ("Parental Leave") under this policy is a paid leave associated with the birth of an employee's child or the placement of a child with the employee in connection with adoption or foster care. The purpose of Parental Leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. To be eligible, the employee must have completed the equivalent of one semester (90 instructional days) of continuous employment at Atlanta Neighborhood Charter School immediately prior to the leave.

The amount of paid Parental Leave days is determined by the employee's election from among the following options:

- Twelve weeks of paid leave at 33% of salary;
- Eight weeks of paid leave at 50% of salary; or
- Four weeks of paid leave at 100% of salary.

All Parental Leave must be taken consecutively, without any suspension. The full amount of Parental Leave must be taken within the first 12 months of the date of birth of the employee's child or the date of placement of a child with the employee in connection with adoption or foster care. In no case will an employee receive more than one Parental Leave period (whatever the selected duration) in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

If both parents are Atlanta Neighborhood Charter School employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave if eligible.

Temporary employees are not eligible for Parental Leave under this policy.

Continuation of Benefits

Health insurance benefits will continue to be provided during the paid Parental Leave under this policy at the same rate as in effect before the leave was taken regardless of the employee's length of service. Paid leave benefits will continue to accrue.

Requirements for Obtaining Parental Leave

The employee must provide to the employee's department head 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary forms that are available [insert where to get forms], and file them with the human resource department either in person or by emailing the forms to [insert where to send forms].

After the elected period of Parental Leave has been exhausted, subsequent leave will be covered under appropriate policies. The Family and Medical Leave Act (FMLA) allows eligible employees up to 12 workweeks of unpaid leave annually. Paid leave under this policy will run concurrently with any available FMLA leave. After paid Parental Leave is exhausted, the employee is required to apply any other available paid leave, which will also run concurrently with FMLA leave.

Employees not eligible for FMLA leave should refer to the Leave of Absence Policy after the elected period of paid Parental Leave and any other paid leave have been exhausted regarding continuation of insurance coverage for employees on unpaid leave of absence.

Pay Back Requirement

If an employee, after taking Parental Leave, resigns from employment with Atlanta Neighborhood Charter School without finishing the remainder of the academic year in which the Parental Leave was taken, the School at its option may elect to require the employee to pay back an amount, up to the total sum value of benefits received.

Upon termination of the employee's employment with the School, the employee will not be paid for any unused Parental Leave for which the employee was eligible.